



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 10/05/2016	Employee Requisition Number ER-17010	JOB OPPORTUNITY	
Title/Position: NETWORK ADMINISTRATOR			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: SURVEILLANCE MANAGEMENT	Location: Tulsa	Location Code: 33F	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Information Technology Manager, the Network Administrator's responsibility is to maintain the environment by identifying network requirements; installing upgrades; monitoring network performance.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Evaluate, plan and implement new projects as designated by the Gaming Commissioner and/or his delegates.2. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.3. Support OPG in the Audit and Compliance evaluation of the various Muscogee (Creek) Nation casinos' Network operations (and others) as requested.4. Acquire, configure and maintain development, test and production servers. Support development, test and production servers including after-hours support and monitoring server usage and up-time.5. Interface with vendors to obtain required equipment and software in a timely manner while ensuring proper audit and budget controls are met.6. Document technical requirements, develop and oversee project plans and implement change control procedures. Facilitate design sessions and architectural reviews. Participate in technical advisory roles, as required. Mentor associates and foster a learning and growth environment.7. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.8. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.9. Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.10. Perform additional non-IT duties within employee's capabilities in support of OPG if requested.



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	11. Other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none">1. Bachelor's degree in Computer related field (or equivalent experience or combination)2. Three to five years Job experience in related IT Discipline3. Knowledge of enterprise supported hardware, software and operating systems to include configuration and connectivity.4. Ability to investigate and analyze information and to draw conclusions.5. Records maintenance skills.6. Knowledge of computer security procedures and protocol.7. Knowledge of federal copyright laws as they pertain to the use of computer software.8. Strong interpersonal skills.
Preferred Requirements:	<ul style="list-style-type: none">• Cisco Certified Network Associate (CCNA) Certification• CompTIA Network+
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Muscogee Creek Nation Gaming License

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.